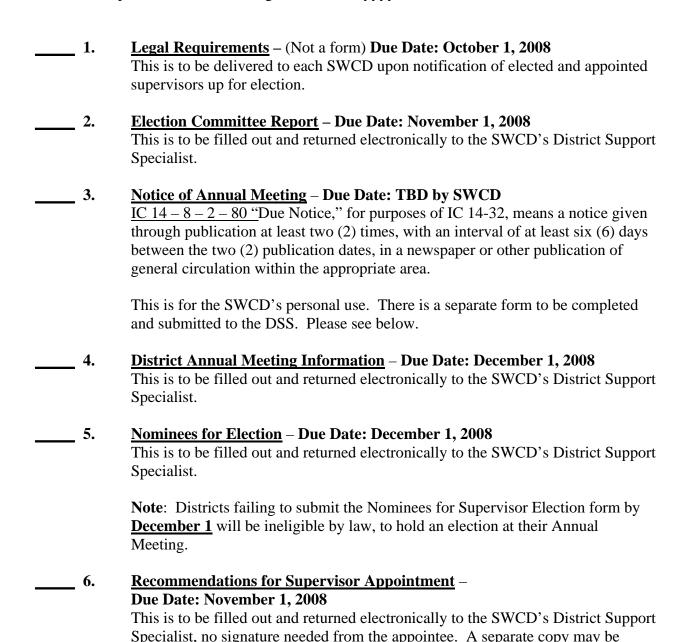# Forms to be Completed Prior to Annual Meeting & Elections

All forms are available on the website located under Election Tools
www.in.gov/isda/2389.htm

Directions on Completing Forms:
1. Place cursor in the first gray box.
2. Click to begin typing in your information.
3. To move to the next box hit the "Tab" key, NOT ENTER.
4. For all dates please use the following format: M/d/yyyy.

_____ **1.**   **Legal Requirements –** (Not a form) **Due Date: October 1, 2008**
This is to be delivered to each SWCD upon notification of elected and appointed supervisors up for election.

_____ **2.**   **Election Committee Report – Due Date: November 1, 2008**
This is to be filled out and returned electronically to the SWCD's District Support Specialist.

_____ **3.**   **Notice of Annual Meeting** – **Due Date: TBD by SWCD**
IC 14 – 8 – 2 – 80 "Due Notice," for purposes of IC 14-32, means a notice given through publication at least two (2) times, with an interval of at least six (6) days between the two (2) publication dates, in a newspaper or other publication of general circulation within the appropriate area.

This is for the SWCD's personal use. There is a separate form to be completed and submitted to the DSS. Please see below.

_____ **4.**   **District Annual Meeting Information** – **Due Date: December 1, 2008**
This is to be filled out and returned electronically to the SWCD's District Support Specialist.

_____ **5.**   **Nominees for Election** – **Due Date: December 1, 2008**
This is to be filled out and returned electronically to the SWCD's District Support Specialist.

Note: Districts failing to submit the Nominees for Supervisor Election form by **December 1** will be ineligible by law, to hold an election at their Annual Meeting.

_____ **6.**   **Recommendations for Supervisor Appointment** –
Due Date: November 1, 2008
This is to be filled out and returned electronically to the SWCD's District Support Specialist, no signature needed from the appointee. A separate copy may be printed out and signed by the appointee and kept on file at the Districts' office.

_____ 7. **<u>Recommendations for Vacant Appointment</u>** –
Due Date: Within thirty (30) days after the vacancy occurs
This is to be filled out and returned electronically to the SWCD's District Support Specialist, no signature needed from the appointee. A separate copy may be printed out and signed by the appointee and kept on file at the Districts' office.

_____ 8. **<u>Ballot</u>** – **Due Date: Prior to Annual Meeting and Election**
It is the Districts' responsibility to customize these forms for the election. Please make sure you have enough ballots for all voting landowners present at the meeting.

Forms to be Completed After Annual Meeting & Elections

All forms are available on the website located under Election Tools
www.in.gov/isda/2389.htm

_____ 1. **<u>Certification of Election of Supervisors</u>** –
Due Date: Immediately after annual meeting
This is to be filled out and returned electronically to the SWCD's District Support Specialist.

_____ 2. **<u>Oath of Office</u>** – **Due Date: Immediately after annual meeting**
This form is to be printed, filled out and signed by the newly elected or appointed supervisors at the conclusion of the annual meeting of the district. This form shall remain on file at the Districts' office.

_____ 3. **<u>District Communication Form</u> –**
Due Date: Within thirty (30) days after annual meeting
This is to be filled out completely and returned electronically to the SWCD's District Support Specialist.

For any questions you can e-mail or call your District Support Specialist or Kelly Gentry with the ISDA-DSC:
kgentry@isda.in.gov
(317) 234-5386